



Enter an Accounting Code

The **Check Capture Administrator**, **Check Capture Supervisor** and **Accounting Specialist** can enter a new accounting code(s), by completing the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Modify**. The *Step 1 of 3 Select Organization Endpoint* page appears.
3. Select the organization endpoint for which you want to modify accounting codes. The *Step 2 of 3: Update Accounting Codes* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

4. Under the **New Accounting Codes to be Added** table, enter the accounting code details.
 - Enter the **Agency Accounting Code** details
 - Enter the accounting code **Description** details
 - Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol, *if applicable*



Application Tip

To input additional rows and accounting codes to the table, click **Add More Lines**.

5. Click **Next**.
6. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.
7. A *Confirmation* page appears showing the accounting codes have been saved.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.